

## **Job Profile Information: MIS Manager Camden Adult Community Learning**

This supplementary information for *MIS Manager Camden Adult Community Learning* is for guidance for Job Level 3 Zone 2

### **Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

Act as a lead and co-ordinate management information systems for Camden ACL's data requirements including contracts, sub-contracts and internal data. To ensure timely compliance with all data submissions on behalf of Camden Adult Community Learning.

#### **Example outcomes or objectives that this role will deliver:**

- To report timely and accurate individual learner records in line with deadlines as set out by Camden Adult Community Learning's National and Regional funding contracts.
- To utilise the Learner Records Service, the Course Directory, FIS, PDSAT and the various data collection sites (currently the Hub, SFS (Skills Funding Service) and IDAMS) on behalf of Camden Adult Community Learning, and from time to time other council services.
- To provide accurate and timely data for Quality Improvement purposes as dictated by OFSTED and Camden Council.
- To provide accurate and regular internal formative data reports to inform ongoing curriculum delivery and quality improvement objectives.
- To advise on and if necessary act upon issues of data security including but not exclusively GDPR and Freedom of Information requests.
- To have responsibility for designing and maintaining key data capture systems such as registers, enrolment forms etc.
- To advise other managers on data implications for curriculum design and delivery. Particularly in relation to issues around data capture and presentation.
- To analyse data for purposes of forwarding the understanding of the Service in relation to its delivery including funding claims, awarding bodies etc.
- To manage the change over from an in house designed MIS system to the ongoing use of a commercial system.

### **People Management Responsibilities:**

This post may have either a direct report or else a Matrix managed report to help assist with data input.

### **Relationships;**

This post involves work with both external and internal stakeholders with staff at both junior and senior levels.

### **Work Environment:**

This post will be deployed in a mixture of working at our Head Offices at 5PS in Kings Cross and home working.

### **Technical Knowledge and Experience:**

- 1 Experience of working in a Management Information Systems capacity with ILR is essential.
- 2 Experience and Skilled at working with data where attention to detail is of paramount importance.
- 3 Ability to work with autonomy and organise your time and annual leave around the needs of external data demands as published annually by the GLA, Education Skills Funding Agency and London Borough of Camden.
- 4 Competent IT user particularly with Microsoft Excel and Access. (SQL, XML desirable).
- 5 Experience of analysing data to illuminate trends.
- 6 Ability to adapt quickly to changing funder and commissioner requirements.
- 7 Good interpersonal and team working skills.
- 8 A good understanding of how to practicaly apply funding and quality rules in order to best present the Service data to key stakeholders.
- 9 A good understanding of GDPR and Freedom of Information request requirements on Local Authorities.
- 10 Experience using Monterpoint Learnertrack ( Desirable )

### **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

## **Chart Structure**

**This post reports directly to the Head of Service Camden Adult Community Learning**